

## HQT Data, Paraprofessional & Accountability Information

### [Highly Qualified Paraprofessional \(HQP\) Requirements & Frequently Asked Questions \(FAQs\)](#)

NCLB requires local educational agencies (LEAs) receiving Title I funds to ensure that their instructional paraprofessionals paid with Title I funds are qualified and specifies three routes by which paraprofessionals may demonstrate their qualifications. It is up to each LEA to determine which of these routes they will accept. The information in this document describes the federal requirements for paraprofessionals and the routes to meeting these requirements, as well as answers to some frequently asked questions. It also provides specific information on how to access the ParaPro assessment for those LEAs that choose to require their paraprofessionals to pass this standardized assessment in order to demonstrate their qualifications.

### [NCLB Highly Qualified Teacher \(HQT\) and Paraprofessional Accountability Requirements](#)

NCLB requires local education agencies (LEAs) to report annually to the public certain educator quality data. It also requires LEAs to notify parents in Title I schools if their child is being taught a core subject by a teacher who has not yet met the federal Highly Qualified Teacher (HQT) requirements for his or her teaching assignment and to notify parents in these schools of their right to request information regarding the qualifications of their child's teachers. This chart outlines and describes LEA-level accountability requirements pertaining to educator and paraprofessional quality. For further information, please contact Amy Anderson (802) 479-1700 then press 7 [amy.anderson@state.vt.us](mailto:amy.anderson@state.vt.us).

- [Summary of Highly Qualified Teacher \(HQT\) Requirements](#)

This document provides a summary of the HQT requirements for all Title I schools and LEAs.

- [Example of a Non-HQT Letter to Parents](#)

As noted in the NCLB Highly Qualified Teacher (HQT) and Paraprofessional Accountability Requirements chart (above), each school receiving Title I funds (either schoolwide or targeted assistance programs) must provide written notification to the parents of any student who has been taught for four (4) or more consecutive weeks by a core subject teacher who is not HQT for his/her assignment. This example letter is intended to be a starting point for principals and directors. The notification can be customized in any way as long as the parents are informed that their child's teacher is not HQT for his/her assignment. For instance, the teacher's experience, accomplishments, plans for the school year, etc. can be included in the letter.

- NOTE: Letters should be sent only to the parents of children who are being taught in a core subject by a teacher who is not HQT for that assignment. For example, a teacher is HQT for her

7th grade English assignment but is not HQT for her 7th grade math assignment. Only parents of children who are being taught 7th grade math by this teacher should receive the not-HQT letter.

- **[Required Annual Public Reporting of HQT and Other Educator Quality Data](#)**

Under NCLB, each winter, every school and LEA must publicly report certain educator quality data. This information must be reported for each school and for the LEA as a whole and must be made widely available through means such as town reports, school and district Web sites, local newspapers, etc. This information will also be posted on the department's Web site in January, 2012. The department provides the first two data elements to each supervisory union for all the schools within the SU. Reports of 2010-2011 not-HQT classes and emergency license data for each school and LEA was sent to each superintendent the week of October 31, 2011. It is important that principals, technical center directors and special education directors review these reports, along with the superintendent, to ensure the accuracy of the data therein and contact the department by November 16, 2011 with corrections.